



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Background Review Verification

This form is to be completed by representatives of City departments conducting their own applicant background reviews using either the WebCheck process or L.E.A.D.S. access.

With my signature below, I am certifying that our department has conducted a criminal history records check on the individual listed below using our:

☐ WebCheck

☐ L.E.A.D.S. Access

and determined there ☐ **was** / ☐ **was not** information found on the individual.

Applicant Name:

SSN:

Date of Record Check:

Certified By:

Department Name:

Date:
